

MERIT SYSTEM SERVICES

SAMPLE ENTRY CLERICAL

SECTION	DESCRIPTION	QUESTIONS
1	SPEED & ACCURACY IN FILING, CHECKING, & CODING	25
2	EDITING (SPELLING, PUNCTUATION, & GRAMMAR)	30
3	VOCABULARY	20
4	READING COMPREHENSION	10
5	ARITHMETIC	15

Total 100

TIME ALLOWANCE: 1 HOUR, 45 MINUTES

SECTION 1: 10 MINUTES

SECTIONS 2-5: 1 HOUR, 35 MINUTES

NOTE

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(NOTE: THE ABOVE INFORMATION DESCRIBES THE ACTUAL EXAM. FOR PURPOSES OF BREVITY, THIS SAMPLE CONTAINS FEWER ITEMS IN EACH SECTION.)

SECTION 1

SPEED AND ACCURACY IN FILING, CHECKING, AND CODING

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

1. If the following names are filed alphabetically, which would come third?
 - a. John Jamison
 - b. Ashley Johnson
 - c. Frederick Jones
 - d. William Jackson

2. If the following names are filed alphabetically, which would come first?
 - a. Seth Long
 - b. Cody Lipzner
 - c. Kathy Lincoln
 - d. Christine Lynchburg

3. If the following dates are to be filed numerically starting from most recent, which would be last?
 - a. 9/8/02
 - b. 6/28/76
 - c. 11/15/74
 - d. 12/6/92

4. If filing from high to low, which number would be second?
 - a. SJPM76523
 - b. SJPM76527
 - c. SJPM76592
 - d. SJPM76595

5. How many pairs are exactly the same?

8 Oak Lane Dallas TX 78943
25 Press Rd. Phoenix, AZ 45289
40 Maple St. Hays, KS 89564
67 Hwy 34 N. Nashville, TN 56798

8 Oak Lane Dallas TX 78943
21 Lynn Rd. Ken, WA 98754
40 Maple St. Hays, KS 89564
67 Hwy 34 N. Nashville 56798

- a. one
- b. two
- c. three
- d. four

6. How many pairs do not match?

John Livermore 232-65-8564
Kelly Ardmore 455-98-8012
Lynn Dimone 026-89-4023
Rachel Johnson 230-46-0023

John Livermore 232-65-8564
Kelly Ardmore 455-98-8012
Lynn Dimone 026-89-4023
Rachel Johnson 230-46-0023

- a. zero
- b. one
- c. two
- d. three

DIRECTIONS: Use the chart below to find the information needed to answer the following questions.

CLASS LEVEL	AGE	STATE	GENDER
Freshmen =1	20-29 = 1	California = 1	Male = 1
Sophomore =2	30-39 = 2	Nevada = 2	Female = 2
Junior =3	40-49 = 3	Ohio = 3	
Senior =4	50-59 = 4	Arizona = 4	
Graduate School =5	60-69 = 5	Maine = 5	

7. If a class was only admitting Junior Males from Maine under 29 years old, what would the codes be?

	CLASS LEVEL	AGE	STATE	GENDER
a.	3	1	5	2
b.	3	1	5	1
c.	2	1	5	1
d.	5	1	4	2

8. If a class was only admitting 45 year old female freshmen from Arizona, what would the codes be?

	CLASS LEVEL	AGE	STATE	GENDER
a.	3	1	5	2
b.	3	1	5	1
c.	2	1	5	1
d.	1	3	4	2

SECTION 2

EDITING (SPELLING, PUNCTUATION, AND GRAMMAR)

DIRECTIONS: The following items are designed to measure your *ability to edit written material*. You are to identify the type of error, if any, contained in each sentence and mark your choice on your answer sheet.

Mark a...if the sentence contains an error in spelling.

Mark b...if the sentence contains an error in punctuation.

Mark c...if the sentence contains an error in grammar or word usage.

Mark d...if the sentence contains no errors.

(Please note: These are not designed to be trick questions. There is only one best answer.)

9. Neither Jessica or Tom entered their timesheets at the correct time.
10. Clarice and Tony ate there lunch outside today because the weather was nice.
11. The carpet in the office will be cleaned this weekend.

SECTION 3

VOCABULARY

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

12. The word *dishonor* means

- a. honor.
- b. debate.
- c. disgrace.
- d. difference of opinion.

13. The word *peruse* means

- a. forget.
- b. refuse.
- c. review.
- d. contact.

SECTION 4

READING COMPREHENSION

DIRECTIONS: Answer the following questions based on the information given. Darken the box corresponding to the single best answer for each of the questions.

In a relatively small company of about 35 employees, one would think that three office assistants could handle the workload at hand. However, this is not the case. Sheila feels as if she is the only office assistant consistently sitting at her desk. On the other hand, Jessica and Hillary are always in the breakroom talking and eating food. Their supervisor has not spoken with either of the women. Sheila appears frustrated on a daily basis due to the fact that she has to constantly pick up their slack. Sheila has mentioned that she may leave her job, particularly since she is the only one constantly working long hours. Sheila feels as though the worst part of the situation is that she receives a lack of appreciation from her supervisor.

14. What most bothers Sheila about her job?
- a. low wages
 - b. long hours
 - c. lack of recognition
 - d. not enough time off
15. The author's tone best implies that Sheila is
- a. happy with her job.
 - b. satisfied with her current supervisor.
 - c. frustrated with her work environment.
 - d. unhappy that there are three office assistants.

SECTION 5

ARITHMETIC

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

16. What is $6.941 + 300.25 + 002.36 + 9.500$?
- a. 49.051
 - b. 319.051
 - c. 597.726
 - d. 727.680
17. What is 56.758 divided by 5.25?
- a. 1.08
 - b. 10.62
 - c. 10.81
 - d. 25.02
18. Janice earns \$9.93 per hour. On Monday she works 7.5 hours, Tuesday 8 hours, and Wednesday 5.5 hours. What would her gross pay be for that week?
- a. \$188.67
 - b. \$201.08
 - c. \$208.32
 - d. \$208.53